



COMMERCIAL SUBMITTAL GUIDELINES FOR NON-FAST TRACK PERMITS

Non-fast track permits includes: new construction, additions, change of use, and alterations that are not qualified for fast track. Submitted plans must include two complete sets of neatly bound and legible prints (suitable for electronic scanning/imaging) containing a building code analysis, general notes, technical specifications, details and floor plans drawn to scale (preferred 1/8" = 1' or 1/4" = 1'). Plans shall be dimensioned, detailed and sufficiently complete to show clearly the scope of the work to be performed. Preferred plan size between 18" X 24" to 30" X 42". The original seal and signature of the responsible Maryland Licensed Registered Architect or Professional Engineer, as appropriate, must be on all drawings. Drawings shall contain, but not be limited to the following information, as applicable:

T = Townhouse (Commercial) C = Commercial Buildings

SITE PLAN(S)

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| -Vicinity map, north arrow, date and scale (preferred 1' = 30'). | T | C |
| -Property lines with bearings and distances. | T | C |
| -Lot or parcel numbers, block number and record plat or deed reference. | T | C |
| -Existing topography and proposed grading at contour intervals of not more than two feet. | T | C |
| -Bodies of water, water courses and 100-year floodplains. | T | C |
| -Vegetative cover/landfills. | T | C |
| -Locations and names of existing or proposed highways and streets serving the site, showing center-lines, widths of paving, grades, median break points and right-of-way lines. | T | C |
| -Location, height, area and use of all structures. | T | C |
| -Front, side and rear yard setbacks. | T | C |
| -Location of underground fuel storage tanks/etc. | T | C |
| -Location of recreational areas, green areas and other open spaces. | T | C |
| -Calculations of building height, building lot coverage, density, green area and parking calculation. | T | C |
| -Location and dimensions of all driveways, parking facilities, handicapped parking and building access*, loading areas, directional traffic controls, points of access to surrounding streets, walkways and location of required fire and rescue vehicle access lanes, noting material, load rating, width, overhead clearance, etc. | T | C |
| -Location of all sewer, water and storm drainage lines, well and septic systems and all easements and rights-of-way. | T | C |
| -Landscape plan for parking facility showing all man-made features and the location, size and species of all plant material. | T | C |
| -Fire hydrant locations within 400' of the building, sizes of all water mains feeding fire hydrants and buildings, and static pressure (if known), along with WSSC contract number and estimated date of completion (if applicable). | T | C |
| -Building handicap access shall be noted on the site plans unobstructed from parking to the building, including details of curb cuts, ramps, sidewalks, etc. | | C |
| -Parking spaces count analysis. | T | C |

ARCHITECTURAL PLANS

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| -Name and address of project. | T | C |
| -Names, addresses and telephone numbers of owner(s), architect(s) and consultants(s). | T | C |
| -Index of drawings. | T | C |
| -List of material symbols used on drawings. | T | C |
| -List of all applicable codes used for the design of the project. | T | C |
| -Code analysis must be based on the International Building Code (IBC) and the Life Safety Code (NFPA 101) and shall include: (a) proposed Use Group and occupancy; mixed use analysis (Identify if separated or non-separated uses); type of construction, height, number of stories and areas per floor(actual and allowable); design live loads per floor; special use | | |

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| and occupancy(actual and allowable); design live loads per floor; special use and occupancy conditions; exit analysis; occupancy calculations; tabulation of required fire-resistance ratings for various structural elements and/or assemblies (including test numbers and specifications).(b) For additions, change of use and alterations follow the same as listed in "a" and include the code analysis of the existing building. | T | C |
| -Scaled and dimensioned foundation and floor plans showing the use of all spaces/rooms and means of egress arrangement. | T | C |
| -Scaled and dimensioned plans of handicap accessibility, facilities and fixtures. | | C |
| -Scaled reflected ceiling plans | T | C |
| -Clear indication of firewall locations and ratings, and Use Group separations and ratings. Include listed/approved design number used. | T | C |
| -Scaled roof plans clearly showing all openings. | T | C |
| -Building exterior elevations, showing all openings. | T | C |
| -Building interior elevations, as appropriate. | T | C |
| -Complete sections and details for stairways, ramps (including the guards and hand rails with all dimensions shown), foundations, floors, walls and roofs. All details shall be properly cross-referenced. | T | C |
| -Windows and door schedules including the hardware type and description. | T | C |
| -Room finish schedule. | T | C |
| -Location and ratings of vertical shafts, flues, etc. | T | C |
| -Wall legend of new and existing. | T | C |
| -Detailed fire rating of all exit stairs and shaft enclosures. | T | C |
| -Industrialized buildings (trailers) must have a Maryland State certification letter for the intended use. A code analysis and all other site conditions related to the trailer, must be sealed and signed by a Maryland Licensed Registered Architect or Professional Engineer. | | C |

STRUCTURAL PLANS

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| -Scaled and dimensioned foundation plans. | T | C |
| -Scaled and dimensioned floor, structural framing and roof framing plans. | T | C |
| -Elevations, sections and details, properly cross-referenced. | T | C |
| -Column and footing schedules. | T | C |
| -Load calculations. | T | C |
| -Reinforcing steel for slabs, retaining walls, grade beams, foundations walls and/or schedules. | T | C |
| -Uniform design live loads and any special loading. | T | C |
| -Soil test data with bearing capacity and seismic design category. | T | C |
| -Wind load and seismic calculations. | T | C |
| -General notes. | T | C |
| -Construction notes. | T | C |
| -Industrialized buildings (trailers), the foundations, tie-downs and other structural conditions that are not part of the Maryland State certification, must be signed and sealed by a licensed P.E. | | C |

ELECTRICAL PLANS

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| -Electrical site plan, including area lighting and services(s) provided, loads and design calculations. | T | C |
| -Scaled floor plans and reflected ceiling plans indicating lighting and power, wiring diagrams, location of fixtures, outlets and equipment, clear indication of fixtures on emergency circuits or independent power source and exit light markings. | T | C |
| -Emergency generating equipment. | | C |
| -Electrical power riser diagram. | T | C |
| -Ground fault protection. | T | C |
| -Grounding. | T | C |
| -Fire alarm riser diagram. | | C |
| -List of electrical symbols used on drawings. | T | C |
| -Schedule for fixtures. | | C |
| -Schedule for panels, switchboard. | | C |
| -Schedule for transformers. | | C |
| -Electrical load calculations. | | C |
| -Smoke detector locations. | T | C |

MECHANICAL PLANS

- Energy conservation analysis/computations based on the International Energy Conservation Code-2000, which can be found at the address listed below.
(<http://www.montgomerycountymd.gov/mc/services/permitting/bc/CommercialEnergyCode.pdf>)
- Clear indication of type of heating equipment (oil, gas, electric, etc.) and corresponding fuel distribution lines.
- Clear indication of fuel and its distribution for generators.
- Reflected ceiling plans, roof plans and elevations or sections, indicating size and location of duct work, piping, grilles, fire dampers, etc.
- Location and size of air handling equipment and plenums.
- Location and size of boilers, chillers and cooling towers.
- Location of exhaust equipment and associated ducts and fire dampers.
- Location of unit heaters, ventilators, rooftop units, heat pumps, duct heaters, etc.
- Clear indication of any smoke control system.
- Equipment schedule and details.
- List of mechanical symbols used on drawings.
- Commercial kitchen hood details and associated ducts and roof exhaust locations.

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APPLICATION SUBMITTAL PACKAGE

1. Application for Building permit must be accompanied by a non-refundable filing fee.
2. Application for Use & Occupancy Certificate must have a site plan showing parking tabulations, a copy of Special Exception (if applicable) and a non-refundable filing fee. (See Use & Occupancy information sheet)
3. Application for Stormwater Management/Sediment Control (green form).
4. Application for Montgomery County and/or Maryland State Highway Administration (SHA), for construction of property dedicated to public use (driveway apron). Provide street address, subdivision name, lot, block or parcel. In most cases, a bond will be required; you will be notified of the amount. For state highways please contact State Highway Administration at (301) 333-1350.
5. Application for a Well and/or a Septic must be submitted, if property is on well and/or septic. Additional information pertaining to this type of application, please call (240) 777-6350.
6. Energy Calculations, (please refer to the address listed below).
(<http://www.montgomerycountymd.gov/mc/services/permitting/bc/CommercialEnergyCode.pdf>)
7. Three supplemental sets of site and landscape plans (5 total). **NOTE:** If building is on well and septic, four supplemental sets of site development plans (6 total) are required.
8. If connecting to public water and/or sewer, the original (pink) copy of the plumbing permit will be required prior to the issuance of a building permit.
9. If applying for construction of public facilities (restaurants, community swimming pools, etc.), contact the Health Department at (240) 777-3986 regarding approval. Written approval must be submitted to this office prior to issuance of a building permit.

NOTE: IF THE PROPERTY FOR WHICH THE PERMIT IS TO BE ISSUED IS LOCATED WITHIN

BROOKEVILLE
CHURCHHILL TOWN

MONTGOMERY VILLAGE
WASHINGTON GROVE

BARNESVILLE
LAYTONSVILLE

POOLESVILLE

WRITTEN PROOF OF APPROVAL FROM THAT JURISDICTION MUST BE FORWARDED TO THIS OFFICE PRIOR TO ISSUANCE OF A PERMIT.

NOTE: Stormwater Management and Sediment Control applications must be submitted prior to applying for building permit, (please call 240-777-6350 for additional information).